

CUSTOMER'S GUIDE TO THE IRD FileX SYSTEM

LOGGING ON TO IRD FileX

For FileX first time users, contact irdwebmaster@cpms.osd.mil

Paste or type this link into your Internet browser:


<https://eportal.cpms.osd.mil/DM/fileman/login.php>

PASSWORD EXPIRATION

- If you do not log in to the system for 90 days, your password will expire
- The system provides instructions on the procedures for getting passwords reset
- There is now a password reset link below the login button
- Email irdwebmaster@cpms.osd.mil if you forgot your login criteria

Enter your Username and Password then click the LOG IN button

IRD Document Management System (FileX)

 Login

Please enter your details below to log in!

Username:

Password:

Login!

Forgot your password? [Click Here](#) to reset it.

This page took 0.001 seconds to produce.
GZIP Compression was enabled

IRD Document Management System (FileX) - CPMS
Version: 1.7.3 - Last updated: Jul 20th, 2010
Problems? Please contact the [IRD Webmaster](#)

UPLOADING FILES

After logging in, the system takes you to a specific location based on your organization. For demonstration purposes, the user Demo Dawg works for the Navy in the San Diego area EEO Office.

The screenshot shows the OCI Document Management Area interface. The top status bar indicates the current area is NAVY/San_Diego and the user is logged in as DEMODAWG. The File Options section includes fields for Create Folder (New Directory), Create File (Blank Text Document), Local File (with a Browse... button), Filename, and Description. The File Compression section includes fields for Filename and Options (Store the compressed files on disk). A callout box points to the Browse... button, stating: "Select a file from one of your drives to upload by clicking BROWSE". Another callout box points to the top status bar, stating: "You are shown your User ID and where your files are kept". A third callout box points to the top status bar, stating: "If you've uploaded files they'll be listed here".

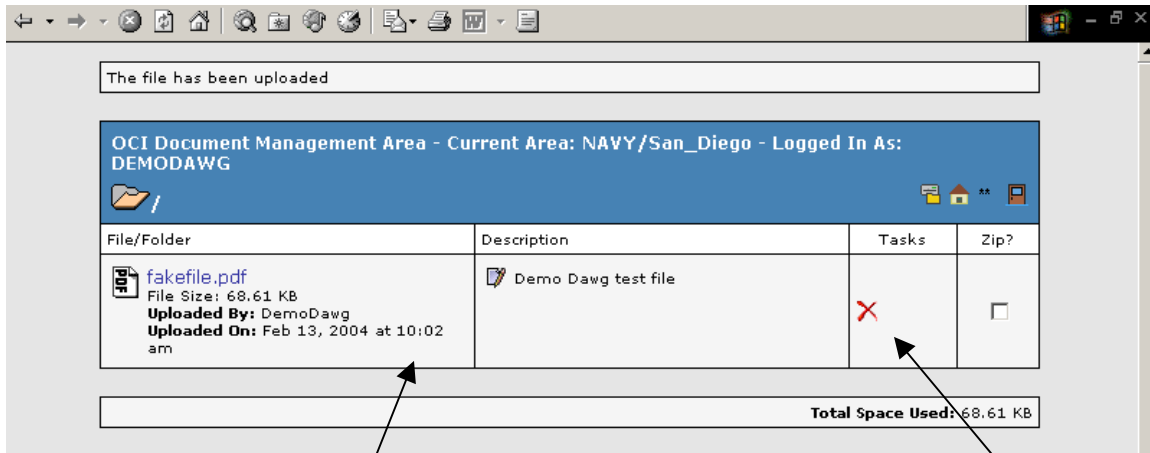
NOTE: Please Do Not Use Spaces or Parenthesis in the Filenames! The file will not transfer successfully

The screenshot shows the OCI Document Management Area interface with the file upload options. The File Options section includes fields for Create Folder (New Directory), Create File (Blank Text Document), Local File (with a Browse... button), Filename (fakefile.pdf), and Description (Demo Dawg's test file). The File Compression section includes fields for Filename and Options (Store the compressed files on disk). A callout box points to the Upload Selected File button, stating: "Click here to upload the file to IRD". A red-bordered callout box points to the Filename field, stating: "REMINDER Don't use special characters in the File Name".

NOTE: THIS IS A REQUIRED ENTRY – the file will not upload without it.

Enter descriptive information that will help others understand what the file contains. If you want to bring it to the attention of someone specific use this space to do so. For example: "This file is the one DemoDawg asked for on 5/1/04" or "File for IRD Dayton"

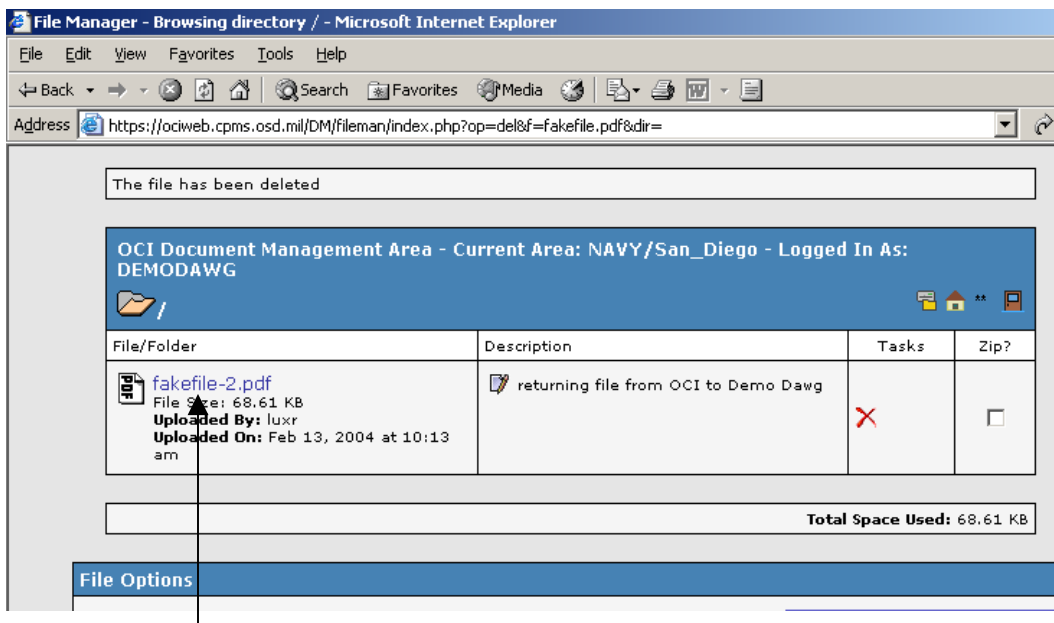
NOTE: Some files may take a long time to upload. The larger the file, the longer it will take. Also, network speed varies from place to place. So, one location may upload files faster than another. You do not have to 'watch' the upload/download process. You can minimize the screen and do something else.



When the file is successfully uploaded, the system sends an Email to IRD notifying them that a new file is available for downloading.

DOWNLOADING FILES

When IRD returns a file using FileX you download it to your computer as follows:



1. Place cursor on the file name
2. Double Click
3. Choose to either open the file or save it from the window that pops up.
4. If you select the SAVE option you'll be asked to select file location on your computer

KEEPING THE SYSTEM NEAT AND TIDY

- If you upload a file, you are the 'owner'
- Only the owner or the FileX administrator can delete a file
- After you've uploaded a file, delete it after its downloaded.